

THE ANNUAL INTERNAL QUALITY ASSURANCE REPORT

(AQAR) OF THE IQAC FOR THE YEAR 2015-16

PART-A

1. Details of the Institution

- | | | |
|------|--|--|
| 1.1 | Name of the Institution | Pt. Mohan Lal S.D. College For Girls |
| 1.2 | Address | Dera Baba Nanak Road |
| | City/Town | Fatehgarh Churian |
| | State | Punjab |
| | Pin code | 143602 |
| | Institution Email address | sd_fgc@yahoo.com |
| | Contact No. | 01871-502515, 502960 |
| | Name of the Head of Institution | Dr. Alka Vijh |
| | Tel. No. with STD Code | 01871-502515 |
| | Mobile | 09417028283 |
| | Name of the IQAC Co-ordinator | Ms. Jiwan |
| | Mobile | 09815737464 |
| 1.3 | NAAC Track ID | PBCOGN 17620 |
| 1.4 | NAAC Executive Committee No. Date | - |
| 1.5 | Website address | www.pmlsdc.ac.in |
| 1.6 | Accreditation Details | Nil |
| 1.7 | Date of Establishment of IQAC | 24-07-2014 |
| 1.8 | AQAR for the year (for example 2010-11) | 2015-16 |
| 1.9 | Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC. | Nil |
| 1.10 | Institutional Status | |
| | University | State v |

Central ☐

Deemed ☐

Private ☐

Affiliated College

Yes ☒ No ☐

Constituent College

Yes ☐ No ☒

Autonomous College of UGC

Yes ☐ No ☒

Regulatory Agency approved Institution
(e.g. AICTE, BCI, MCI, PCI, NCI)

Yes ☐ No ☒

Type of Institution

Co-Education ☐ Men ☐ Women ☒

Semi-Urban ☒ Urban ☐ Rural ☐ Tribal ☐

Financial Status

Grant-in-aid ☐ UGC 2(f) ☒ UGC 12(B) ☒

Grant-in-aid + Self-financing ☐ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒

Law ☐ PEI (Phys Edu) ☐ TEI (Edu) ☐

Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Computer Application (Degree & Diploma), Computer Science, Information Technology, cosmetology and Stitching & Tailoring.

1.12 Name of the Affiliating University (for the college)

Guru Nanak Dev University, Amritsar.

1.13 Special status conferred by Central/State Government –UGC / CSIR / DST /DBT/ICMR etc.

Autonomy by State/Central Govt./University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

DST-FIST

UGS-Special Assistance Programme

UGC-Innovative PG Programme

UGC-COP Programme

Any other (Specify)

2. IQAC Composition and Activities

2.1	No. of Teachers	04
2.2	No. of Administrative / Technical Staff	02
2.3	No. of Students	01
2.4	No. of Management representatives	02
2.5	No. of Alumni	01
2.6	No. of any other stakeholder and Community representatives	01
2.7	No. of External Experts	02
2.8	Total No. of members	13

2.9 No. of IQAC meetings held 04

2.10 No. of meetings with various stakeholders:

Number 04

Faculty 04

Non Teaching Staff 04

Students 04

Alumni 04

Others 04

2.11 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.12 Seminars and Conferences/ Extension Lectures (Only quality related)

(I) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total No's 01

International -

National -

State 02

Institution Level -

Total External Lectures 12

(II) Themes:

- Extension Lecture on "Big Data Analytic Concepts, technologies and applications".
- Extension Lecture on "Audio-Visual Aids in Teaching Poetry".
- Extension Lecture on "English as Global language".

- Extension Lecture on "Gadhar Movement- Its origin and impacts."
- Extension Lecture on "Punjabi Language and Scope of Employment".
- Extension lecture on "Punjabi Kavita De Mukh Jhukav".
- Extension lecture on "Balanced diet-Need and Importance."
- Extension lecture "Cold War and its impact on International politics".
- Extension lecture on "Human Rights."
- Extension on "Chemistry as Central Science and its Applications."
- Extension on "Social Issues."
- Extension on "Scope of Sociology."

2.13 Significant Activities and Contributions made by IQAC.

1. Installation of new teaching aids.
2. Proposal for workshops/seminars, conferences were prepared.
3. Strategies for further improvement in sports, academics and cultural activities were designed.
4. Addition of new courses in the college as per the needs and requirements of students.
5. Execute various Faculty Development Programs for the betterment of faculty members.
6. Renovation of the present infrastructure and add new one to meet the requirements of the college.
7. The members of faculty were motivated to present research papers in National/International seminars, conferences and workshops to promote research culture in the college.
8. Faculty Development Programs on correct Pronunciation.
9. Design programmes to extract hidden talent.
10. Approach to different societies and donors for the financial help to the students.
11. Welfare scheme for the students including aids, incentives, scholarships and concessions.
12. Empowerment of women through workshops, exhibitions etc.
13. New strategies for development of faculty and motivation to staff for Research Projects.
14. Upgradation of accounts office and purchase of new books and journals for Library.
15. Motivation to teachers to write articles and edit books.

2.14 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

Plan of Action	Achievements
Planned to introduce B.com, DCA in college.	Work Accomplished
To purchase equipment for science lab.	Work accomplished
The IQAC planned to purchase new books for library and antivirus software in the office.	Antivirus was installed in all the system.
To make the strenuous efforts for getting the college accredited from NAAC and get Highest Grade.	Efforts are going on.
To make the strenuous efforts to receive maximum possible grants under MPLAND Scheme.	Grant sanctioned
To equip the Physics, Chemistry and Biology labs with necessary approach.	Work accomplished.
To motivate the faculty members to apply for minor and major research projects and develop research culture.	Highly motivated and trying to get minor projects.

*Academic Calendar is attached as Annexure (I)

2.15 Whether the AQAR was placed in statutory body. Yes ☒ No ☐

Management ☐ Syndicate ☐

Any other body

Provide the details of the action taken.

The AQAR for the year 2015-16s was approved by the Academic Council of College.

PART-B

CRITERION-I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	No. of Existing Programmes	No. of Programmes added during the year	No. of Self-Financing Programmes	No. of value added/ Career Oriented Programmes
Ph.D	-	-	-	-
PG	1	-	01	-
UG	05	-	05	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	03	-	03	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	09	-	09	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum : Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	09
Trimester	-
Annual	-

1.3 Feedback from stakeholders * (On all aspects).

Alumni ☒ Parents ☒ Employers ☒ Students ☒

Mode of feedback:

Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*Analysis of the feedback from stakeholders in the Annexure (II).

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi is prepared and revised by members of board of studies of university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, B.Com, DCA

CRITERION-II

2. Teaching –Learning and Evaluation

2.1 Total No. of Permanent Faculty

Total	Assistant Prof.	Associate Prof.	Professors	Principal
14	13	-	-	01

2.2 No. of permanent faculty with Ph.D 06

2.3 No. of Faculty Positions Recruited(R) and Vacant (V) during the year.

Assistant Prof.		Associate Prof.		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty.

Regular from management & Adhoc	20
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National Level	State Level
Attended	-	-	-
Presented	-	-	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Free Internet Access for faculty and students.
- Counsellor training programmes.
- Seminar/ Workshops and Extension Lectures.
- Educational trips.

2.7 Total No. of actual teaching days during this academic year.

145

2.8 Examination/ evaluation Reforms initiated by the Institution (for example : Open book Examination, Bar Coding, Double valuation, Photocopy, Online Multiple Choice questions).

Double Valuation

2.9 No. of faculty members involved in curriculum restricting / revision / syllabus development as member of Board of Study / Faculty / Curriculum Development Workshop.

Nil

2.10 Average percentage of attendance of students.

75%

2.11 Course/ Programmes wise distribution of pass percentage

Title of the programme	Total No. of students appeared	Division			
		I Division	II Division	III Division	Pass%
BA-I Sem	88	03	25	06	98.86
BA-III Sem	104	42	29	04	98.07
BA-V Sem	132	48	34	02	97.72
BCA- I Sem	19	08	10	00	100

Title of the programme	Total No. of students appeared	Division			Pass%
		I Division	II Division	III Division	
BCA- IIISem	21	05	08	03	90.47
BCA- V Sem	27	19	06	00	92.29
B.ScNM ISem	04	01	01	00	50
B.ScNM -III Sem	09	06	01	00	77.77
B.ScNM -V Sem	02	02	00	00	100
B.Sc CS ISem	08	00	03	03	100
B.ScCS-III Sem	06	03	01	00	100
B.ScCS-V Sem	11	09	02	00	100
B.Com-I Sem	06	00	04	00	83.33
Cosmetology I Sem	08	08	00	00	100
MA-I Sem	23	09	12	00	100
MA-II Sem	16	11	04	01	100

2.12 How does IQAC Contribute / Monitor /Evaluate the Teaching & Learning

Processes:

- Workshops, Tutorials and training programmes.
- Counselor training programme for the faculty and students.
- Personality Development Programme to improve soft skills of the students.
- Employability Tests like AMCAT for the students.
- Ten years paper practice, Notes and Remedial classes for slow-learners & weak students.
- Monthly tests, Assignments, Group Discussions, Projects and Extension Lectures for the evaluation of the students.
- Classes for Competitive Exams like UGC (NET) for students of PG.
- To improve the performance of the faculty, feedbacks from the students are obtained.
- The college organizes workshops/ seminars/ Extension lectures in all departments.

2.13 Initiatives undertaken towards faculty development.

Faculty/ staff Development Programmes	No. of Faculty Benefitted
Refresher Courses	-

UGC- Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	-
Faculty Exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer/ winter schools, workshops, etc.	-
Others	-

2.14 Details of Administrative and Teacher staff.

Category	No. of permanent Employees	No. of Vacant Positions	No. of permanent positions filled during the year	No. of positions filled temporarily
Administrative Staff	07	Nil	01	-
Technical Staff	-	-	-	-

CRITERION-III

3. Research, consultancy and Extension

3.1 Initiatives of the IQAC in sensitizing / Promoting Research Climate in the institute.

- The college puts efforts to update the knowledge of faculty by arranging seminars, symposia's, workshops, conference.
- The teachers are updated regarding the new techniques of teaching and learning through FDP's.
- The institution regularly organized conferences, seminars and workshops in which eminent scholars are invited to interact with faculty and students.
- The college also provides special study leave for Pre-Ph.d course and higher studies.
- There were certain facilities made available to support them:
 - Internet facility
 - Issue of reference books

- Audio-Visual resources available in the computer department

3.2 Details regarding major projects

	Completed/ Ongoing	Sanctioned	Submitted
Number	-	-	-
Outlay in Rs. Lakhs	-	-	-

3.3 Details regarding minor projects

	Completed /Ongoing	Sanctioned	Submitted
Number	-	-	-
Outlay in Rs. Lakhs	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos, InSCOPUS

3.6 Research funds sanctioned and received from various funding agencies, Industry and other organizations.

Nature of the Project	Duration Year	Name of the funding agency	Total grant sanctioned	Received
Major Projects	-	-	-	-
Minor Projects (2)	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects (Other than compulsory by the University)	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

- i) With ISBN No. Chapters in Edited Books
- ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme

INSPIRE CE Any other

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organized by the Institution.

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring Agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource person.

Nil

3.13 No. of Collaborations

International National Any other

3.14 No. of Linkages created during this year.

3.15 Total budget for research for current year in lakhs.

From Funding Agency

From Management of University/ College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year.

Total	International	National	State	University	Dist.	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D Guides and students registered under them.

Nil

3.19 No. of Ph. D awarded by faculty from the Institution.

Nil

3.20 No. of research scholars receiving the Fellowships (Newly enrolled + existing Ones).

JRF SR Project Fellows Any Other

3.21 No. of students participated in NSS events.

University Level State Level
National level International level

3.22 No. of students participated in NCC events.

University Level State Level
National level International level

3.23 No. of Awards won in NSS

University Level State Level
National level International level

3.24 No. of Awards won in NCC

University Level State Level
National level International level

3.25 No. of Extension activities organized

University forum College forum NCC
NSS Any other

3.26 Major activities during the year in the sphere of extension activities and Institutional Social Responsibility.

- Lecture on AIDs and personal hygiene.
- Plant trees and save the earth under this slogan plantation drive was performed in the campus and in the adopted villages.
- Plantation Drive by Environment Association and NSS volunteers of the college.
- 7 days NSS camp was organized in which 100 volunteers participated.
- Cleanliness drives by the Environment Association in collaboration with NSS volunteers.
- Distribution of books to the poor & needy students at village Thatha.
- Distribution of books related with women improvement.

CRITERION-IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities.

Facilities	Existing	Newly created	Source of Fund	of	Total
Campus Area	9.5 Acres	-	College funds	own	9.5 Acres
Class Rooms	13	-	College funds	own	13
Laboratories	07	-	College funds	own	07
Seminar Halls	-	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.)	181	81	College funds	own	262
Value of the equipment purchased during the year (Rs. in Lakhs)	144860	58432	College funds	own	203292

4.2 Computerization of administration and library.

Administrative office and College Library is computerized.

4.3 Library services

	Existing		Newly Added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text books	107	19870	135	19369	242	39239
Text& Reference Books	508	141138	153	41327	661	182465
e-Books	-	-	-	-	-	-
Journals/Magazine	14/15	1200/530	-	-	29	1730
e-journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD's	-	-	-	-	-	-

4.4 Technology Up gradation (Overall)

	Existing	Added	Total
Total Computers	48	-	48
Computer Labs	02	-	02
Internet	30	-	30
Browsing Centres	02 (Internet Lab)	-	02 (Internet Lab)
Computer Centres	Department of Computer Science & IT	-	-
Office	Yes	-	-
Departments	04	-	04
Others	-	-	-

4.5 Computer, Internet access, Training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- 2 days workshop for teaching/ non-teaching staff on computer literacy.
- 1 month coaching classes to the freshers for basics of computers.
- Guidance to apply e-schoarship to the students.
- Installation of the software e.g. .NET to the students.
- Training to the students regarding projects.
- Internet facility to the senior classes.

4.6 Amount spent on maintenance in lakhs

i) ICT

Nil

ii)	Campus Infrastructure	Nil
iii)	Equipments	58432
iv)	Others	16010127
	Total	16068559

CRITERION-V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services.

- Maximum fee concession and scholarships for meritorious, sports persons and economically weaker students.
- Extra Curricular and Co-curricular activities like Sports, Games, Quiz Competitions, Debate and Discussions, Cultural activities, NSS etc.
- Free education for students with disabilities and 50 % concession with minor disabilities.
- Medical Assistance to students.
- Provision of easy notes for weak students.
- Solution and practice of ten years question papers.
- Remedial coaching classes for slow learners and help to the students in getting benefit of scholarship schemes.
- Students Guidance and Counseling Cell.

5.2 Efforts made by the institution for tracking the progression.

- Fee Concessions to needy and meritorious students and sports persons.
- Moral and social education is imparted in the tutorials to make students good citizens.
- Facility for degree classes to join the hobby classes by cosmetology department to enable them self sufficient.
- Extension lectures by experts regarding career opportunities and employment in their specific fields.

5.3 (A) Total Number of students

UG	454
PG	39
Ph.D	-
Others (Diplomas)	20

(B) Number of students outside the state.

(C) Number of international students.

Women	%	Men	%
513	100	-	-

Category	This Year
General	410
SC	44
ST	01
OBC	58
Physically Challenged	00

5.4 Details of student support mechanism for coaching for competitive examinations (If any).

No. of students beneficiaries= 14

Various career counseling programmes were organized by career and guidance cell of the college.

5.5 No. of students qualified in these examinations.

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="06"/>

5.6 Details of student counseling and career guidance.

Keeping in mind, the need of career guidance in the life of students, the college guidance and counseling cell does different activities.

- Invites eminent personalities and expert of their respective fields in our college from time to time to guide the students regarding the choice of their career and job opportunities.
- Lecture on effective communication skills.
- Lecture on importance of English as a Global Language.

- Lecture on Career guidance by career leaders of Swami Satya Nanad College of Management and Technology.
- Provision for students of Cosmetology to attend seminars in which they were given vocational training to get jobs in related fields.

No. of students benefitted=

5.7 Details of campus placement

On Campus	
Number of organizations visited	-
Number of students participated	-
Number of students placed	-
Off Campus	
Number of students placed	-

5.8 Details of gender sensitization programmes.

- Books distributed on Women Empowerment.
- Slogan Competition on Beti Bachao and female foeticide.
- Extension Lecture on Beti Bachao.
- Celebration of Women's Day.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events.

State/ University level	22
National Level	Nil
International Level	Nil

No. of students participated in cultural events.

State/ University level	
National Level	Nil
International Level	Nil

5.9.2 No. of medals/ awards won by students in Sports, Games and other events.

State/ University level	02
National Level	Nil

International Level Nil

No. of medals/ awards won by students in cultural events.

State/ University level Nil

National Level Nil

International Level Nil

5.10 Scholarships and Financial Support

Financial Support	Number of students	Amount
Financial support from Institution	127	355000
Financial support from Government	100 (NSS) 141 (Post-Metric Scholarship)	13875 Direct cash transfer into students bank account.
Financial support from other services (Scheme "Become Graduate" by GGDS Society Chandigarh)	08	Rs.1,25,000/-
Number of students who received International / National recognitions	-	-

5.11 Student organized / initiatives

Fairs: State/ University level Nil
National Level Nil
International Level Nil

Exhibition: State/ University level Lok Kala Pardarshani
National Level Nil
International Level Nil

5.12 No. of social initiatives undertaken by students

03

5.13 Major grievances of students (if any) redressed.

For the proper disposal of complaints, the institute has provided with suggestion box in the college campus. The complaints of students are received through suggestion box. Principal calls the meeting of the grievance redressal cell to solve these complaints. The grievances of any

kind like transport problems of the students from remote areas, late declaration of results are quickly redressed. Necessary steps are taken to the satisfaction of the students with the co-operation of faculty members.

Criterion-VI

6. Governance, Leadership and Management

6.1 State the vision and mission of the institution

Pt. Mohan Lal S.D. College For Girls, Fatehgarh Churian was established in 2005 with mission to promote 'Women Education' in the remote area. It was an outcome of the dream of the Karm yogi, Pt, Mohan Lal ji, Former Home, Finance and Education Minister, Punjab.

Our Vision: TO EMERGE AS A PREMIER INSTITUTION TO EMPOWER WOMEN THROUGH HOLISTIC EDUCATION

Our Mission: TO DISSEMINATE KNOWLEDGE THAT NURTURES STUDENTS TO MEET THE HIGHEST STANDARDS OF COMPETENCE AND PROFESSIONALISM ALONG WITH GROUNDING THEM FIRMLY IN A SOUND VALUE SYSTEM.

6.2 Does the institution have a Management Information System?

The institution has a well-organized Management Information System with the top management, G.G.D.S.D. College Society, Chandigarh. The administrative office of the college is using customized software for account related activities such as for fee deposit and report purposes etc.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The various academic bodies of GNDU, Amritsar develop the curriculum and the college opts programmes out of the wide range of programme options offered by the GNDU. The curriculum includes different elective subjects along with compulsory subjects.

6.3.2 Teaching and Learning

The college aim is to teach the students through innovative teaching methods in order to transform them into leaders, achievers and winners.

- Interactive and collaborative learning among the students was provided through audio visual aids, remedial coaching, LCD projector and computer based teaching learning methods, well furnished laboratories and well stocked library.
- Efforts are made by the faculty to evaluate the students through monthly tests, assignments, group discussions, projects and extension lectures.
- Workshops, Tutorial programmes and Employability Tests for the students.
- Feedback process from the students for the improvement in the performance of faculty.
- Remedial coaching classes for slow learners & weak students.
- Free internet access for faculty and students.
- Public-Private partnership model to promote employability, social responsibility among the students.

6.3.3 Examination and Evaluation

House examinations are conducted once in a semester to monitor the performance of the students. Answer sheets are shown to students and parents-teachers meet is conducted to show the results and attendance to the parents after the house test. In addition to these, assignments and monthly tests are also given in all the courses. Group discussions, viva-voce, seminars were also organized.

6.3.4 Research and Development

In order to develop research new strategies were made for development of faculty and motivation to staff for Research projects to present papers in seminars symposia. The institution regularly organizes conferences, seminars and workshops in order to promote research culture in the campus.

6.3.5 Library, ICT and Physical Infrastructure / instrumentation

- The college has well-stocked library. The library also has a library committee. It conducts meetings to decide the library budget recommends books of different subjects which are to be purchased. Advisory committee asks the faculty members to purchase high quality catalogues for the library. It helps the faculty members to purchase reference books for the library. It suggests the librarian to

purchase good journals, magazines etc. The library notice board displays all activities for its users.

- The college made all sincere efforts to provide information through various information networks. Free internet facility is available to the faculty and students. The institution has purchased one laptop, one printer, scanner, projector for the use.
- The college has well equipped classrooms, laboratories, a student centre, charitable lab, administrative block, well stocked library, eco-friendly botanical gardens, for the smooth running of classes, separate floors are assigned department wise.

6.3.6 Human Resource Management

The college ensures that human resources are encouraged and motivated for their contribution in the development of the college. Members who put their maximum efforts for the efficient functioning of the college are honoured and benefitted by different ways. The management adopted some strategies for human resource management. They are as follows:

- The review of the academic results was made.
- Recognition and awards from management.
- Financial assistance like Loans to the staff, in time of need.

6.3.7 Faculty and Staff recruitment

The recruitment of staff is based on the interview conducted as per the norms of university. The posts are advertised in the newspapers. The applications are invited from eligible candidates and selection is done by the university panel. The recruitment on adhoc basis is done through Local managing Committee. During selection along with the qualification, practical knowledge, work experience and other abilities are considered. For retention of faculty, the institution provides various facilities, handsome salary and good professional relations and other benefits like loan scheme in the time of need, leaves for higher studies etc.

6.3.8 Industry Interaction/ collaboration

- Collaboration with Dream Bit software for developing software module for student's projects.

- Students of our college were given vocational training by cosmetology department.
- Seminars on career opportunity by Sawmi Satya Nand College and DAV University, Jalandhar.

6.3.9 Admission of Students

Admission of students is made as per norms set by university. The college made all sincere efforts to promote admissions through advertisement door to door campaigns in nearby villages, and visits to nearby senior secondary schools. The students and parents are informed with the various schemes like Scholarships, fee concession to the financially weak students, Book bank facility and Transportation facility by paying nominal charges.

6.4 Welfare Schemes for:

Teaching/ Non teaching	Contributory Provident Funds, Scheme, Loans facilities, Medical Leave for Teaching / non-Teaching, Maternity leave for women staff, Casual Leave for Teaching & Non Teaching staff.
Students	Student Welfare Fund, Book Bank Facility, Scholarships and Freeships, Health Facilities, Financial aids for Minority Communities and Sportspersons.

6.5 Total corpus fund generated:

14324209

6.6 Whether annual financial audit has been done.

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done.

Yes, Administrative Audit is done by management regularly. College has gone through the periodic inspections for academic and administrative process by the university.

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GNDU	Yes	From local auditors and auditors sent by GGDSD College Society, Chandigarh.
Administrative	Yes	GNDU	Yes	From Local auditors and auditors sent by GGDSD College Society, Chandigarh.

6.8 Does the University/ Autonomous College declares results within 30 days.

For UG Programme Yes ☐ No ☒

For PG Programme Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

To streamline the evaluation process, the university initiates different reforms as and when required.

- Table-marking has been introduced to ensure fair evaluation system.
- An external invigilation system has been introduced.
- Viva-voce and Project Modules for UG and PG Classes.

6.10 What efforts are made by the University to promote autonomy in the affiliated/ constituent colleges?

Abiding the rules of university, the college enjoys autonomy throughout the year.

6.11 Activities and support from the Alumni Association.

The college has alumni association which acts as a platform for the old students to get in touch and interact with each other. College conducts meeting with the alumni from time to time and honoured those ex-students who are now attained positions in the society. During the meetings with alumni, their suggestions for the improvement and development of the institution are collected through feedback. After that their analysis is done and action plans are made accordingly.

President: Kawaljit Kaur

Vice President: Panthjeet Kaur

Meetings of Alumni Association are organized once in a year.

6.12 Activities and support from Parent-Teacher Association.

Parent teacher meet is organized once in the session after terminals which helps in obtaining feedback from the parents for smooth running of the college. They are also informed the performance of academics, extra co-curricular activities and class behavior of their wards.

6.13 Development programmes for support staff.

Various welfare measures have been taken for support staff:

- Loan facility in the time of need.
- Efforts were made to promote studies along with their employment.
- Health facilities and other medical aids.
- Appreciation for good work done by the staff members.
- 50% fee concession for their wards if they study in the institution.

6.14 Initiatives taken by the institution to make the campus eco-friendly.

One of major concerns of the college is to make campus green and eco-friendly. For this college has taken various steps to reduce overall energy consumption:

- Classrooms are made airy with sufficient ventilators and windows to save electricity.
- Students and staff are motivated to switch off fans whenever a class is over. Teachers in charge and Class Representatives see to it that these rules are duly followed.
- "Grown plants and save the earth" under this slogan plantation drive was performed by Environment Society in campus.
- The college has collaborated with the local municipal committee to lift up the garbage and lab wastage from the campus.
- The environment association remains active throughout the year. The college has initiated efforts like Sawashta Abhian to make the campus eco-friendly.

CRITERION-VII

7. Innovations and Best Practices

7.1 Innovations and Best Practices always leave positive impact on working of an institution. The college has introduced innovations at various levels like academic, administration etc to provide better opportunities to the student's for their future. There detail is as follows:

1. Installation of new degree as well as diploma.
2. Addition of Post Graduate block of Punjabi.
3. Workshops, tutorials and development programme for faculty as well as students.
4. Awareness lectures on "Human Rights and Duties".
5. To provide Wi-Fi facility for the students use and efficient functioning of office.
6. Training Programmes for faculty.
7. Personality Development Programme to improve soft skills for the students.

7.2. Provide the Action Taken Report (ATR) based on the plan of the action decided upon at the beginning of the year:

1. Implementation of B.Com, DCA, MA (Punjabi).
2. New books were purchased related to new introduced programmes.
3. New equipments were purchased for science labs.
4. Extension activities were carried out for the promotion of culture and language through the working/functioning.

7.3 Give two Best Practices of the institution.

See Annexure –III

7.4 Contribution to environmental awareness/protection.

See Annexure –IV

7.5 Whether environmental audit was conducted?

One of the major concerns of the college is to make campus green, eco-friendly and imparting education for green future. The institute's target is to promote the students interest in environmental sustainability and social justice. College has organized environment association to maintain a clean and green campus. This

association takes different measures to make the environment clean and green. For this environment association of the college regularly checks campus environment so that various efforts can be taken to make campus green and eco-friendly.

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis.)

SWOT Analysis

Strengths:

- Only one affiliated college in the area.
- The institution is well known in the region for women education at a low cost.
- The college has good infrastructure.
- Learning resources of the departments- library, computers, laboratories and other resources. Modern teaching methods practiced and use ICT in teaching-learning.
- Liberal fee concessions, scholarships and stipends to the meritorious and needy students.
- The college has highly dedicated, devoted and committed teaching and non-teaching staff.
- Participation of teachers in academic and personal counseling and students.
- We support and strengthen neighborhood community through community service programmes under active involvement of NSS unit and various clubs and societies like Rotaract Club etc of the college.
- Transportation facility at low cost to the students of nearby villages.
- Organizing personality development programs and career guidance programme.
- Book bank facility for the students.

Weaknesses:

- Lack of interest for education among parent and student due to poverty ridden rural backward area.
- Admission strength is effected with the growth of unauthorized institutions.

Opportunities:

- To organize seminars/conferences and workshops at national and

international level.

- To add new courses as per the demands and need of the area.
- To launch more vocational courses and short term courses from coming sessions.

Threats:

- Competition and growth of educational institutions.
- Financial Challenges.
- Motivation to the parents for impartial behavior to their male / female children.

8. Plan of Institution for next year

The institution has the following plans for the year 2015-16

- To purchase the new equipments for science laboratories.
- To improve the present infrastructure and add new one to meet the requirements of the college.
- Computer department is planning to organize workshop on Skills Development.
- To initiate new courses in the college as per the needs and requirements of students.
- To organize Tech-Fest.
- To Upgrade the Library and In-Lib process.
- To purchase new books for the new added courses and journals and magazines for the purpose of library upgradation.
- To purchase new furniture for the computer labs.
- Collaboration with industries.

Annexure-I

Academic Calendar of the college for the year 2015-16:

July 2015

- IQAC interaction with staff
- College Admissions
- Inaugural Staff Meeting
- Holy Hawan Yajna
- Installation of College Central Association

August 2015

- Meeting of chairman with CR's
- Tutorial Organized
- Talent Hunt
- Tree Plantation Day
- Career Guidance and Personality Development Seminar
- Death Anniversary of Pt. Mohan Lal ji
- Extension Lectures/Seminars

September 2015

- Teachers Day Celebration
- Hindi Diwas Celebration
- Alumni Meet
- Extension Lectures/Seminars/FDP

October 2015

- Ist terminal Examination
- PT Meet
- Youth Festival of GNDU
- Educational Tour/Extension Lecture

November, December 2015

- IQAC meeting
- Extra classes
- Punjab Day Celebration
- University Examination

- 10 days NSS camp

January 2016

- IQAC Meeting
- Meeting of chairman with CR's
- Celebration of Lohri festival
- Science Fair
- Celebration of Republic day

February 2016

- Seminar on Career opportunities by placement cell
- Workshop by Computer Department
- Seminar on "Effective Communication skills"
- Extension lecture on "Phonetics-Use of stress & into nation"

March 2016

- IQAC Meeting
- International Women Day Celebration
- Seminar
- Terminal Examination
- PT Meeting

April, May 2016

- Convocation
- Farewell of UG and PG classes
- University Exams

Annexure-II

Analysis of Feedback from Stakeholders

Management, Lectures, Parents, Students and Alumni are the stakeholders who play important role in the development of the institution. Their valuable suggestions are taken through the meetings. They are invited from time to time to get a proper analysis of development.

Parents give their views in the parents –teacher meet

And alumni also participate in this. Stakeholders are involved indirectly in the planning through feedback process.

Main factors to attach students and stakeholders with the institution:

- Conducive environment for students.
- Good academic results.
- Good relation with the society/ city.
- Good infrastructure facilities.
- Provision of different faculties like Scholarships + Fee Concession + Book Bank + Transportation + Question Bank + Ten Years paper practice.
- Personal attention by the lecturers to each and every student.

During the tutorial classes, teachers try to create a sense of responsibility towards society among the students. They inculcate the moral values in them to enable them to be good citizens. Even the eminent personalities are involved from the local and nearby area in various programmes like social services and mass awakening programmes. Rallies and stage shows are organized to aware the public regarding social evils and importance of girls education. As public participate directly or indirectly in the functioning of the institution, we hope to have their more energetic contribution in the coming years also.

Annexure-III

Best Practices-I:

Title: "Instructional Skill Workshop"

Objective of ISW:

- To improve the methods of teaching through feedback process.
- To provide opportunity to learn variety of tutorial strategies and techniques.
- To increase participatory learning.
- To provide platform for the new faculty to learn from the experienced faculty members.
- To experience the diversity of contemporary classrooms.

ISW:

Instructional skill workshop is an internationally recognized FDP. It is a comprehensive three tiered instructor development programme which works for the development of the faculty. ISW select smallgroup of both new and experienced educator for the set period to enhance their teaching effectiveness. The institute for this workshop was taken by G.G.D.S.D. college society with the motto to polish the skills of the concerned faculty.

The Procedure of the functioning of ISW:

Lecturers who attend the workshop design and conduct three "Mini Lessons" with /without the help of PPT's and receives written and verbal feedback from other participants. The workshop encourages reflection and evaluation of one's teaching practices with feedback focused on the learning process rather than on the content of the lesson. The feedback process helps the educators in their regular instructional jobs. The ISW polishes the skills of the educators. Participation in the workshop creates an opportunity for new faculty to learn the value based system of their concerned institution for the experienced faculty, ISW acts as a reviewing and revitalizing activity. The workshop helps in building sense of team work, self evaluation and learning of new approaches to working with cooperation.

Each and every participant gets feedback on his / her lessons which enable him/her to improve the teaching methods. Participants give honest, unbiased feedback. Participants get the chance to experiment with different teaching techniques with different styles.

Outcomes of the workshops:

After attending the workshop learners will be able to:

1. Give objective feedback
2. Feel more competent than before.
3. Use the instructional aids
4. Use good questioning techniques during a classroom session
- 5.

Evidence of Success:

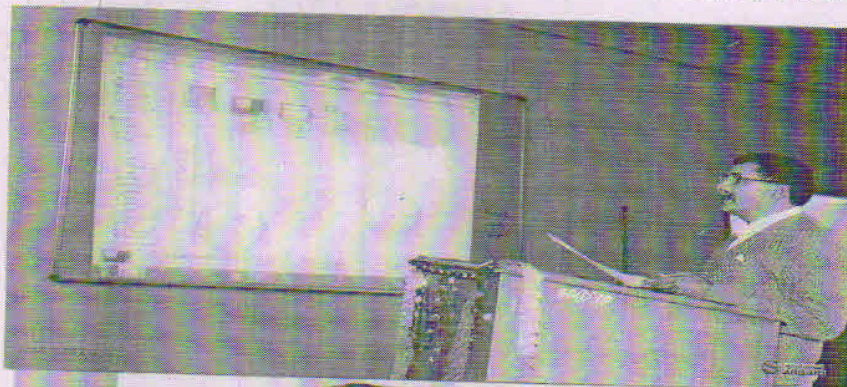
Every faculty member has been given the chance to attend the ISW to enhance the teaching-learning skills. They use BOPPPS model and other models in their class rooms and make their class room teaching more effective, innovative and participative.

OUTCOMES OF ISW

2015-16

Faculty development Programme

A Faculty Development programme was organized on 16th February 2016 at 1PM on the topic "use of English language in routine life and its correct pronunciation". The Resource person was Dr. Barinder Kumar Sharma, Associate Professor of English, Baring union College, Batala.



2015-16

Faculty Development programme

A Faculty Development Programme was organized on 26th May 2016 at 11 AM on the Topic " Career Guidance and Motivational Skills". The Resource Person was Associate Professor Mrs. Navidita Sharma , D.A.V college, Amritsar

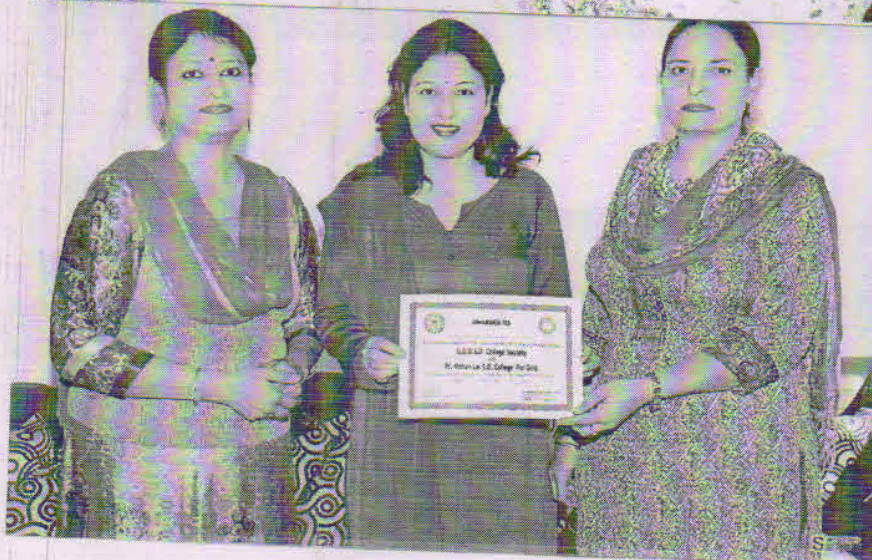


2015-16

Instructional Skills Workshop

An instructional skills workshop was held in the college campus from 2nd July to 7th July 2015. Dr. Kiran Partap Kashyap was the facilitator of the workshop. Six participants, Ms. Sandeep Goarya, Ms. Mani, Ms. Surkhab and Ms. Neeru from Gurdaspur and Dr. Satinder Kuar and Ms. Babalpreet Kaur from Fatehgarh Churian attended the workshop.

SDA 4950



2015-16

Instructional Skills Workshop

An instructional skills workshop was held in the college campus from 4th Oct to 9th Oct 2015. Dr. Kiran Partap Kashyap was the facilitator of the workshop. Six participants, Ms. Kiran, Ms. Paramjit and Ms. Kamlesh from Gurdaspur and Ms. Neetu, Ms. Varsha and Dr. Mandeep Kaur from Fatehgarh Churian attended the workshop.



2015-16

Instructional Skills Workshop

An instructional skills workshop was held in the college campus from 13th Nov to 18th Nov 2015. Dr. Kiran Partap Kashyap was the facilitator of the workshop. Six participants, Ms.Pardeep, Ms.Harjit, Ms.Sukhwinder, Ms.Savita and Seema Mahajan from Gurdaspur and Ms.Meenakshi from Fatehgarh Churian attended the workshop.



2015-16

Dr. Kiran Partap Kashyap attended Trainer Development workshop from 11th December 2015 to 18th December 2015 at GGDSD College, Chandigarh. The Trainers were Dr. Raymonde Tickner and Mr. David Tickner from university of Fraser valley.



Best Practices-II

Title: "Altruism Drive: Adoption of Two Villages"

Objective:

The objective "Altruism drive of the college is to inculcate the spirit of social service among the students. Act always to serve others. Here we feel proud to add that Pt. Mohan Lal S.D. College For Girls, Fatehgarh Churian is a self financed degree college eager to promote selfless social service.

The Context:

The College has one unit of NSS comprising 100 volunteers. Students are advised and motivated to do something positive to help the villagers to uplift their standard of living. We adopted three villages "Thatha, Kala Afgana and Badowal" over the past five years.

The practice:

The unit has been organizing different activities related to the social service.

Specific programmes related to:

A. Environment:

1. Plantation Activities
2. Cleanliness Drives

B. Health and Hygiene:

1. Lecture on personal Hygiene.
2. Lecture on AIDS
3. Medical Checkup Camp.

C. Camps: One week camp is organized from time to time in the college campus. In relation to these camps, NSS unit usually visit respective villages to donate:

1. Quilts
2. Eatables
3. Fans
4. Stationary to needy children
5. Beti bachao Beti Padhao
6. Swachta Abhiyan
7. BlackBoards to the primary school of the college

Evidence of Success:

Our students volunteers enthusiastically organize various activities to aware villagers about several social and economical issues. They are able to:

- Understand the community in which they work.
- Understand their duty towards community.
- Identify the needs and problems of the community.
- Work for the community and to participate in solving their problems.
- Promote national integration and feeling of brotherhood.

Annexure-IV

Environmental Awareness / Protection

Energy Conservation:

Keeping in view the need of the hour, one of the major concerns of the college is to make the campus clean, green and eco friendly. College has taken different measures to save energy:

1. Replacement of the tubes with CFL's.
2. Renovation of old electrical equipments.
3. Construction of building with maximum windows for the proper sunlight.
4. Hanging of the flex boards with the message of save water and lights.
5. Directions are given to every member of the institution to switch off lights and fans when not in use.

Steps to Carbon Neutrality:

College does different efforts to reduce carbon dioxide from the surroundings. Such as:

1. Use of CFL's in place of tubes.
2. Planting of trees and provision of laws full of flora.
3. Use of LPG instead of using firewood inspite of its easily availability within the campus.

Plantation:

"Plant Trees Save The Earth" is the main challenge before us. Under the above within slogan, tree plantation was done by the Environment Society every year in the college campus and in the villages adopted by the college. Activities performed by the Environmental Society are as:

1. Arrange plants from outside bodies like Forest department and Rotaract.
2. Provision of botanical garden and lush green lawns to add beauty to the college.
3. Celebration of Environmental days by making students participates in poster making competition and essay writing competition.
4. Giving knowledge of plants care to the students of environment society.
5. Motivation to the students by making them aware of their duty towards plants under plant adoption scheme.

E-waste Management & Hazardous waste Management:

The college has taken steps to make the campus eco friendly. It has approached to the local municipality to lift up the waste from the campus once in week. Computer science department contributed in the E-waste Management by teaching the students how to use waste compact

discs for making decoration pieces and making them participate in the competitions on "Art from Waste".